

| <b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>  |  |   |  |  |  | 1. Agency Position No.<br>13805  |  |
|--|--|---|--|--|--|--|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription<br><input type="checkbox"/> Reestablishment<br>Explanation <i>(Show any positions replaced)</i>   |  | 3. Service<br><input type="checkbox"/> Hdqtrs.<br><input checked="" type="checkbox"/> Field   |  | 4. Employing Office Location<br>Orlando, FL  |  | 5. Duty Station<br>Orlando, FL   |  |
|  |  | 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure<br><input type="checkbox"/> Employment and Financial Interests   |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |
|  |  | 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted <i>(Specify in Remarks)</i><br>SES (Gen.) <input type="checkbox"/> SES (CR) |  | 11. Position is:<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither   |  | 12. Sensitivity<br>1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/><br>2 - Moderate Sensitive <input checked="" type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/> |  |
|  |  |   |  | 13. Competitive Level Code<br>1202   |  | 14. Agency Use   |  |
| 15. Classified/Graded  |  |   |  |  |  |  |  |
|  |  | Official Title of Position  |  | Pay Plan   |  | Occupational Code  |  |
| a. U.S. Office of Personnel Management   |  |   |  |  |  |  |  |
| b. Department, Agency or Establishment   |  |   |  |  |  |  |  |
| c. Second Level Review   |  |   |  |  |  |  |  |
| d. First Level Review  |  | Contract Specialist   |  | GS   |  | 1102   |  |
| e. Recommended by Supervisor or Initiating Office  |  | Contract Specialist   |  | GS   |  | 1102   |  |
| 16. Organizational Title of Position <i>(If different from official title)</i>   |  |   |  | 17. Name of Employee <i>(If vacant, specify)</i>   |  |  |  |
| 18. Department, Agency, or Establishment<br>Department of the Army   |  |   |  | c. Third Subdivision<br>Project Support Group  |  |  |  |
| a. First Subdivision<br>Asst. Secretary of the Army (Acq., Logistics, & Technology)  |  |   |  | d. Fourth Subdivision<br>Contracts Directorate   |  |  |  |
| b. Second Subdivision<br>PEO for Simulation, Training & Instrumentation  |  |   |  | e. Fifth Subdivision   |  |  |  |
| 19. Employee review - This is an accurate description of the major duties and responsibilities of my position.   |  |   |  | Signature of Employee <i>(optional)</i>  |  |  |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the                     |  |   |  | knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |  |  |
| a. Typed Name and Title of Immediate Supervisor<br>KIM D. DENVER, Director of Contracts  |  |   |  | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i><br>TRACI A. JONES, Project Support Executive   |  |  |  |
| Signature  |  | Date  |  | Signature  |  | Date   |  |
| /s/ by Traci A. Jones, for   |  | 3 May 2005  |  | /s/  |  | 3 May 2005   |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |   |  | 22. Position Classification Standards Used in Classifying/Grading Position<br>OPM PCS Contracting Series GS-1102, Dec 83, TS-71<br>WCPS-2 Aug 02   |  |  |  |
| Typed Name and Title of Official Taking Action<br>JAMES T. BLAKE, Deputy Program Executive Officer   |  |   |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |  |  |
| Signature  |  | Date  |  | Signature  |  | Date   |  |
| /s/  |  | 5 May 2005  |  |  |  |  |  |
| 23. Position Review  |  | Initials  |  | Date   |  | Initials   |  |
| a. Employee <i>(optional)</i>  |  |   |  |  |  |  |  |
| b. Supervisor  |  |   |  |  |  |  |  |
| c. Classifier  |  |   |  |  |  |  |  |
| 24. Remarks<br>BUS: 7777 CL: 1202<br>This position is at the full performance level of GS-12. Employee must meet DOD 5000.52-M requirements applicable to the duties of the position.  |  |   |  |  |  |  |  |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i>   |  |   |  |  |  |  |  |

## **Position Description**

### **Contract Specialist GS-1102-12**

#### **Duties:**

Performs pre-award functions for procurements involving complex contracts for highly specialized, new or innovative equipment and services. Guidelines are normally not directly applicable. Ensures appropriate funding and required waivers, certifications, approvals and compliances have been obtained for purchase requests. Coordinates with responsible officials to obtain funding, waivers, certifications and approvals that are lacking. Selects contract types, methods of solicitation and options. Determines options, milestones, and sources to be solicited. Develops and issues solicitations with appropriate provisions, well defined statements of work, and appropriate award factors. Resolves and disposes contract audit recommendations in a timely manner, while fully protecting the Government's interest. Evaluates responses to solicitations, including price reasonableness, adequacy of competition, compliance with solicitations, and probability of meeting requirements. Negotiates prices, terms, and conditions. Prepares price negotiation memoranda. Makes awards consistent with established award factors. Prepares award documentation, including delineation of responsibilities of contractor. Provides guidance to lower level employees. Serves as point of contact for assigned procurements. Promotes teamwork and total quality customer services on a continuing basis. (45%)

Administers complex contracts for procurements of equipment and components of major systems for complex scientific and construction programs and for other complex programs affecting to a considerable extent contractors' operations and local geographic areas. Determines milestones to administer assigned contracts. Monitors contractors' performance for compliance with terms and conditions of contracts. Issues delivery orders as provided in contracts. Determines extent to which subcontracting plans comply with regulatory guidelines. Monitors subcontracting for compliance with plans. Issues consents to subcontract. Requests and evaluates proposals. Performs cost and price analyses. Assures compliance with cost accounting standards. Identifies potential funding and production problems and initiates remedial or corrective actions. Resolves and disposes contract audit recommendations in a timely manner, while fully protecting the Government's interest. Negotiates proposals and executes modifications; documents actions. Provides guidance to lower level employees. Serves as point of contact for assigned contracts. Promotes teamwork and total quality customer services on a continuing basis. (45%)

Analyzes and evaluates cost and pricing data to determine price reasonableness when relevant historical data and pricing precedents are generally not available or require extensive adaptation. Develops cost/pricing data, proposals and counter-proposals for use in negotiations. Analyzes contractor proposals to determine reasonableness, allowability, and allocability of costs. Determines appropriateness and reasonableness of proposed labor and overhead rates and labor escalation factors based on audit reports or other available sources. Documents results of cost and price analyses and market surveys. Resolves and disposes contract audit recommendations in a timely manner, while fully protecting the Government's interest.

Negotiates cost, price, and related factors. Presents price information and proposals at negotiation sessions. Develops data for use in pricing trends analyses. Promotes teamwork and total quality customer services on a continuing basis. (10%)

Performs other duties as assigned.

#### Factor 1. Knowledge Level 1-7, 1250 Pts

Knowledge of a wide variety of contracting methods and contract types sufficient to perform pre-award, post-award, and/or contract price/cost analysis functions when the contract actions are not well defined or well preceded.

Comprehensive knowledge of business practices and market conditions so as to evaluate bid responsiveness, contractor responsibility, contractor performance, and other wide ranging contract actions when these actions are not well defined or well preceded.

Knowledge of basic acquisition planning so as to accomplish contractual actions.

Comprehensive knowledge of contract price and cost analysis/cost accounting techniques so as to compile and evaluate price and/or cost data for a variety of pre-award and/or post-award procurement activities.

Comprehensive knowledge of negotiation techniques so as to be able to negotiate procurements of extensive services, complex equipment, and/or construction projects.

Comprehensive knowledge of statutes, regulations and procedures so as to be able to perform procurement functions not well defined or well preceded.

#### Factor 2. Supervisory Controls Level 2-4, 450 Pts

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. Work is carried out independently. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

#### Factor 3. Guidelines Level 3-4, 450 Pts

Guides and precedents are often conflicting or are so general that they may require extensive adaptation to deal with the technical situation.

#### Factor 4. Complexity Level 4-4, 225 Pts

The work typically involves varied duties requiring many different and unrelated processes and methods, with full operating competence in the well-established aspects of the contracting assignment. Assignments involve planning and carrying out pre-award, post-award, price/cost analysis or staff functions containing a variety of complexities. Decisions are based on analysis

of alternatives, adaptation or modification of procedures or resolution of incomplete or conflicting technical, program, or contractor data. The work requires making many decisions concerning such issues as the interpretation of a considerable amount of technical data and policy and regulatory information, and the planning and coordination of procurement activities for the pre-award, post-award or other contractual functions.

Factor 5. Scope and Effect Level 5-4, 225 Pts

The purpose of the work is to plan, coordinate and/or negotiate a variety of procurements pertaining to requirements essential to the organization's mission. The work affects the organization's programs in terms of the timely receipt of critical supplies or services, and affects the private sector in terms of Federal contracts received.

Factor 6. Personal Contacts Level 6-3, 60 Pts

Contacts are with the contractors' officials (e.g., presidents, senior vice-presidents, contract managers, and comptrollers) and with Government specialists such as auditors in an unstructured setting with the authorities of the parties being identified during the communication process.

Contacts are also with representatives of Small Business Administration, Department of Labor, higher headquarters, trade associations, and potential contractors.

Factor 7. Purpose of Contacts Level 7-3, 120 Pts

The purpose of contacts with external groups is to conduct conferences, obtain required information, conduct fact finding, negotiate contracts and modifications, and resolve numerous problems arising during contract administration. The employee must be skillful in dealing with personnel with highly divergent points of view and must be persuasive in the pre-award and/or post-award phases of contract cycles.

Factor 8. Physical Demands Level 8-1, 5 Pts

Work is primarily sedentary.

Factor 9. Work Environment Level 9-1, 5 Pts

Work is performed in an office setting.

POINT RANGE – 2755-3150

TOTAL POINTS – 2790